

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2005/07/12 : CIA-RDP85B00236R000200150015-1

13 October 1981

MEMORANDUM FOR: Chief, Record Systems Branch, RMD/OIS

STAT FROM:

Chief, Classification Review Division

SUBJECT: CRD Contribution to Agency Annual Report
to the ISOO

Attached is SF 311 with the statistical information required from CRD noted in Section 9. Also attached is a double-spaced draft of our input to your responses to Section 13a, 13b, and 13e.

If we can be of further assistance, please let us know.



STAT

Attachments:

1. SF 311
2. Draft Narrative

Distribution:

- Orig - Addressee w/atts
- 1 - Liaison w/ISOO w/atts
- 1 - MBO & Planning File (1-4) w/atts
- 1 - Chrono w/o atts

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13a. A separate division (the Classification Review Division (CRD)) is functioning in the Agency, the primary mission of which is the systematic review of permanent Agency records 20 years of age or older. It is composed of officers from throughout the Agency, whose background and experience qualify them to make the necessary classification judgments. Coordination with originating or responsible components, however, is available on those infrequent occasions when it is necessary. Over the past year CRD has increased overall production by 5%, even though we have lost the services of several reviewing officers. The requirement for our classification review work on Agency-wide priorities other than 20-year systematic review has increased measurably. Although the demand for CRD's services is high, the productivity of those officers working on declassification has been upgraded through increased clerical support and refinement of a number of internal procedures. CRD has negotiated with other agencies the review procedures for two groups of interdepartmental records and has used these procedures as a basis for further agreements on review of other interagency material. As a priority matter CRD is exploring various methods of reviewing a large body of records stored in non-paper form (film, microforms, ADP media, etc.). Problem areas continue to be (1) shortage of qualified personnel, (2) lack of required office space and other resources for the expansion of the staff, and (3) limited vault and storage space in which to keep a backlog of work readily at hand. Completion of 30-35% of the material necessary to make the transition to 20-year review by 1988 now seems most likely; of course, we will continue our efforts to complete the transition in compliance with the Executive Order, to the best of the ability of our available manpower.

13b. CRD considers continued training an important part of proper records handling and classification judgment. During FY 1981 review officers, clericals, and managers

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spent an average of two weeks each in courses, the content of which focused on trends in international relations, developments in the public release of information, and management of permanent records. In addition, selected members of CRD attended 2 professional conferences and 2 specialized internal symposiums. In FY 1982 CRD personnel are scheduled for approximately two and one-half weeks training each, continuing to focus on those areas mentioned above. The National Archives and Records Service (NARS) has already accessioned some Agency records, and others are under consideration. NARS was given printouts of a record group of finished intelligence from CRD's ADP system indicating the review decisions that were taken. Most of the material was declassified. This enabled NARS to take the indicated action on its own copies, thus making the information available to the public. In addition, we continue to schedule teams of review officers to visit NARS and the Washington National Records Center one day each week to review material of CIA interest found in records of other agencies. Some of this material is declassified and, therefore, becomes available to the public.

13e. Our most significant problem with implementation of E.O. 12065 continues to be the potential damage to the national security posed by the declassification of intelligence records, many of which by themselves may seem harmless but when considered in the aggregate could cause significant harm. Equally significant are the staffing and logistical problems mentioned in paragraph 13a above. Further, the review of the Agency's non-paper holdings will be a major FY 1982 undertaking in an area where we have just this year formed some of the necessary guidelines for review of non-paper material. The evolving mechanism for review of inter-departmental material will require further adjustment. Finally, the demand for classification review work on other Agency documents is running quite high and will require continued attention and use of our assets.

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**AGENCY INFORMATION
SECURITY PROGRAM DATA**

A. FROM

B. TO

INTERAGENCY
REPORT CONTROL
NUMBER

0230-GSA-AN

2. DEPARTMENT OR AGENCY

3. CONTACT FOR ADDITIONAL INFORMATION (Name and
Telephone No.)

4. SENIOR OFFICIAL (OVERSIGHT)

5. STAFF OFFICE

6. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET	B. SECRET	C. CONFIDENTIAL	D. TOTAL
7. CLASSIFICATION DECISIONS	ORIGINAL		DERIVATIVE
	0 - 6 YEARS (a)	OVER 6 - UP TO 20 YEARS (b)	
A. TOP SECRET			
B. SECRET			
C. CONFIDENTIAL			

8. MANDATORY REVIEW, REQUESTS AND APPEALS	CASES FOR WHICH AGENCY IS RESPONSIBLE FOR FINAL DECISION								UNPROC- ESSED	TOTAL PAGES REVIEWED <i>(Est.)</i>
	CASES CARRIED OVER FROM PREVIOUS PERIOD	NEW CASES RECEIVED	DECISION TO DECLASSIFY			CASES CARRIED OVER TO NEXT PERIOD	CASES REQUIRING OVER 30 DAYS FOR ACTION	CASES REQUIRING OVER 60 DAYS FOR ACTION		
			GRANTED IN FULL	GRANTED IN PART	DENIED					
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
A. REQUESTS										
B. APPEALS										

9. SYSTEMATIC REVIEW FOR DECLASSIFICATION

A. REVIEWED	B. DECLASSIFIED	C. EXTENDED BEYOND 20 YEARS
1,834,723 Pages	380,775 Pages	1,453,948 Pages

10. NUMBER OF FORMAL IN-
SPECTIONS, SURVEYS OR
PROGRAM REVIEWS CON-
DUCTED11. NUMBER OF TOP SECRET
DOCUMENTS IN INVENTORY

12. INSTANCES OF INFRACTIONS DETECTED INVOLVING:

A. OVERCLASSIFI- CATION	B. UNDERCLASSIFI- CATION	C. MISAPPLICATION OF TIME LIMITS	D. CLASSIFICATION WITHOUT AUTHORITY	E. EXT. OF CLASSIFI- CATION WITHOUT AUTHORITY	F. MISMARKING
G. IMPROPER DESTRUCTION	H. UNAUTHORIZED ACCESS	I. IMPROPER STORAGE	J. UNAUTHORIZED REPRODUCTION	K. UNAUTHORIZED TRANSMISSION	

13. NARRATIVE REPORT

IMPORTANT: Comment on each of the items listed below on a continuation sheet. Attach exhibits when required. ADDRESS ALL ITEMS. Make answers as complete as possible.

- A. DECLASSIFICATION. Describe actions to declassify information under the systematic review procedures of the Order. Include discussion of problem areas, and give estimated date for transition to systematic review of material as it reaches its 20th anniversary of origin.
- B. TRAINING. Describe all major actions relating to information security education and training, including special efforts toward limiting the amount, level, and duration of classified material generated, and increasing public access to information declassified.
- C. SAFEGUARDS. Describe actions to enhance safeguards, to include control of reproduction, reduction of classified holdings, and improved methods of destruction.
- D. BALANCING TEST. Describe extent of use of the balancing test (E.O. 12065, Section 3-303) and impact on agency mission.
- E. PROGRAM MANAGEMENT. Describe...